

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: January 21, 2004

Division: Growth Management

Bulk Item: Yes X No

Department: Planning

AGENDA ITEM WORDING:

Approval to advertise Request for Proposal for professional services to monitor and undertake the task of removing all Florida Exotic Pest Plant Council listed species within the Overseas Heritage Trail and Scenic Highway right-of-way, review and rank proposals and recommend a firm to the Board of County Commissioners.

ITEM BACKGROUND:

The Corridor Management Plan for the Florida Keys Scenic Highway requires protection and preservation of natural resources along the corridor. The Florida Department of Transportation through Contract AI893 provides funds for implementation of a Vegetation Management Plan, with an initial step of removing invasive exotics. The project is located entirely within the bounds of the Overseas Heritage Trail portion of the Florida Department of Transportation's US Highway 1 right-of-way and will focus on the Lower Keys from Mile Marker 4 to 40.

PREVIOUS RELEVANT BOCC ACTION:

June 18, 2003 – Approval of Supplemental Joint Participation Agreement #2 for Florida Department of Transportation Contract AI893 providing implementation funds for the Florida Keys Scenic Highway Corridor Management Plan.

CONTRACT/AGREEMENT CHANGES:

N/A

STAFF RECOMMENDATIONS:

Approval

TOTAL COST: \$60,000.00

BUDGETED: Yes X No

COST TO COUNTY: \$0.0

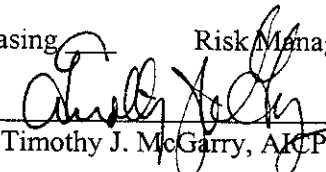
SOURCE OF FUNDS: 125-5410-50501-530490GW0120

REVENUE PRODUCING: Yes No X

AMOUNT PER MONTH Year

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


Timothy J. McGarry, AICP

DOCUMENTATION: Included X

To Follow

Not Required

DISPOSITION:

Revised 1/03

AGENDA ITEM # I8



BOARD OF COUNTY COMMISSIONERS

Mayor Murray E. Nelson,
District 5
Mayor Pro Tem David P. Rice,
District 4
Dixie M. Spehar, District 1
George Neugent, District 2
Charles "Sonny" McCoy,
District 3

January 22, 2004

To Perspective Respondents:

RE: Request for Proposals (RFP) for –

**PROFESSIONAL SERVICES TO MANAGE
INVASIVE EXOTIC REMOVAL FOR THE FLORIDA KEYS SCENIC HIGHWAY
FOR MONROE COUNTY**

We are pleased that you have shown an interest in assisting Monroe County in its effort to preserve and protect the Florida Keys Scenic Highway by removing invasive exotic species along its right-of-way.

Our target respondents are landscaping contractors, tree trimming firms, and land management organizations. Respondents should be experienced in invasive exotic removal in South Florida and preferably the Florida Keys. The respondents should have demonstrable successful experience completing similar implemented endeavors.

The RFP Review Committee and the Board of County Commissioners (BOCC) looks forward to your participation in this effort.

Attached are:

- Notice of Request for Proposals.
- Specifications for Proposals.

Requests for Proposals will be advertised (*date to be determined*). Responses must be submitted no later than 11:00 AM, (*date to be determined*).

The County has assembled a Request for Proposal Committee consisting of two representatives of the Growth Management Division and up to three representatives of the Florida Keys Scenic Highway Advisory Group.

Responses will be opened officially on (*date to be determined*). The RFP Review Committee will meet as soon after that as possible to begin a review of the proposals. Review will be completed by (*date to be determined*) and results of the review recommending the three most qualified firms will be reported to the BOCC at its March 2004 meeting. A negotiated contract for services will be negotiated with the firm selected by the BOCC, and the contract shall be presented to the BOCC at its April 2004 meeting. The project would begin approximately (*date to be determined*).

We look forward to your response.

Sincerely,

K. Marlene Conaway
Director of Planning

NOTICE OF CALLING FOR BIDS

NOTICE IS HEREBY GIVEN TO PROSPECTIVE BIDDERS that on *(date to be determined)*, at 11:00 AM the Monroe County Purchasing Office will open sealed bids for the following:

PROFESSIONAL SERVICES TO MANAGE REMOVAL OF INVASIVE EXOTIC PLANT SPECIES FOR MONROE COUNTY

Specifications may be requested from DemandStar by Onvia by calling **1-800-711-1712** or by going to the website www.demandstar.com OR www.co.monroe.fl.us. Technical questions should be received by the Director of Growth Management at 305/289-2500, no later than *(date to be determined)*.

Bidders must submit (7) signed originals and one (1) complete copy of each bid in a sealed envelope marked on the outside, "Sealed Bid for **PROFESSIONAL SERVICES TO MANAGE REMOVAL OF INVASIVE EXOTIC PLANT SPECIES FOR MONROE COUNTY**" addressed and delivered either by person or by mail, preferably by special delivery, registered mail to:

Purchasing Office
1100 Simonton Street, Room 2-213
Key West, FL 33040

All bids must be received by the County Purchasing Office before 11:00 AM, *(date to be determined)*. Any bids received after this date and time will be automatically rejected. Faxed or emailed bids will also be automatically rejected.

All bids must remain valid for a period of ninety (90) days. The Board will automatically reject the bid of any person or affiliate who appears on the convicted vendor list prepared by the Department of General Services, State of Florida, under Sec. 287.133(3)(d), FS (1997).

All bids, including the recommendation of the County Administrator and the requesting Department Head, will be presented to the Board of County Commissioners of Monroe County, Florida, for final awarding or otherwise. The Board reserves the right to reject any and all bids, to waive informalities in any or all bids, and to re-advertise for bids; and to separately accept or reject any item or items of bid and to award and/or negotiate a contract in the best interest of the County.

Dated at Key West this *(date to be determined)*, 2004.

Monroe County Purchasing Department

REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES TO MANAGE REMOVAL OF INVASIVE EXOTIC PLANT SPECIES ON THE FLORIDA KEYS SCENIC HIGHWAY RIGHT-OF-WAY

Introduction

The Growth Management Division of Monroe County, Florida invites firms to submit proposals to monitor and undertake removal of Florida Exotic Pest Plant Council-listed species within the Florida Keys Overseas Heritage Trail and Scenic Highway right-of-way. The Corridor Management Plan for the Scenic Highway requires protection and preservation of natural resources along the corridor, including development of a Vegetation Management Plan. The plan's first step is removing invasive exotic plants on the right-of-way. The goal of this project is to allow natives to re-colonize, reduce maintenance costs, open scenic viewsheds and prevent the spread of invasive species by ROW maintenance activities such as mowing.

Background

The Florida Keys Scenic Highway is a 106.5-mile corridor connecting the various island communities that make up the Florida Keys. Many public and private conservation landowners in the Florida Keys have been successful in removing invasive exotic species from their land. This project expands work done in the Upper Keys along the Scenic Highway right-of-way. Following completion of invasive exotic plant removal on the right-of-way, the Scenic Highway Advisory Group will be working with private landowners along the right-of-way to control re-seeding.

A Corridor Advisory Group was established in 1996 as a sub-committee of Clean Florida Keys, Inc. a local non-profit organization. This group provided the forum for public and governmental participation and offered guidance in developing the corridor vision and management plan that resulted in State Scenic Highway designation in June 2001.

Since designation, corridor management has been the responsibility of the Scenic Highway Advisory Group, 25 members representing public and private entities and stakeholders along the island chain. The participation is diverse and includes: the municipalities along the route—the City of Key West, the City of Marathon, the City of Key Colony Beach, the City of Layton, and Islamorada, Village of Islands; Monroe County; Florida Department of Transportation; Florida Department of Environmental Protection; Florida Keys Council on the Arts; Monroe County Tourist Development Council; Monroe County Historic Preservation Society; Clean Florida Keys, Inc and representatives from the five Chambers of Commerce.

Project Location

The project is located entirely within the bounds of the Florida Department of Transportation's (FDOT) US Highway 1 right-of-way (ROW) and associated properties (i.e. bridge abutments and other FDOT-owned properties). The section of ROW covered by this project runs from the western end of the Seven-Mile Bridge at Mile Marker (MM) 40, to the western end of Stock Island at MM 4. The property is owned by the State of Florida and is managed by the FDOT.

Scope of Services

The project consists of pulling or cutting all Florida Exotic Pest Plant Council (EPPC)-listed species within the ROW and associated properties, followed by herbicide application, and chipping and disposal of all resulting biomass. The professional services firm will manage the project including scheduling, subcontracting as necessary, monitoring and reporting progress. The success of the project depends on the thoroughness of invasive exotic removal.

Typically, the ROW includes mowed and un-mowed vegetation, ranging from grasses to large trees, on either side of the highway. Bridge abutments vary in their dimensions but are all part of the project. Every stretch of ROW has different species of concern but Brazilian pepper, Australian pine, Asiatic colubrina, lead tree, seaside mahoe and non-native scaevola are the most abundant.

Every exotic species listed by Florida EPPC will be either hand-pulled or cut down and treated with appropriate herbicide. Every effort shall be made to avoid damage to native vegetation or wildlife. The consultant is responsible for the initial treatment and removal of all the specified exotic species including trees, saplings and seedlings.

Each cut plant will be cut as low to the ground as possible. A dye shall be used to facilitate identification of treated stems. Cuts will be made level to the ground to minimize herbicide runoff prior to absorption. The herbicide will be applied using a low-pressure spray to minimize drift and non-target damage. Within one (1) minute of stump preparation an appropriate herbicide will be applied.

All lead tree (*Leucaena leucocephala*) seeds will be bagged and disposed of at the nearest transfer station.

The consultant will ensure proper disposal of herbicide and adjuvant containers and will strictly adhere to all herbicide label application, precautionary, and safety statements.

All herbicide treatments shall be at least 95% effective in preventing re-sprout of treated plants. If 95% kill rate is not achieved for any area of the project after two (2) months past initial project completion; one additional treatment of the exotic plants in the problem area will be the responsibility of the consultant.

Additional tree treatment or removal and debris removal may be added to the project by mutual agreement as field conditions warrant and funds permit.

While a notice to proceed will be issued as soon as possible after the contract is final, the project timeframe may be adjusted depending on seasonal conditions.

Prospective bidders must be herbicide applicators, certified by the Department of Agricultural and Consumer Services, and in good standing with that Department. The Department reserves the right to disqualify prospective bidders who have violations of the Rules of Chapter 62C-20, F.A.C., or other state or federal laws or regulations related to pesticide use or aquatic plant control resolved by mediation, Consent Order, or fine within the previous two (2) years.

Proposal Requirements

Format. The response format shall contain a letter of transmittal and the following three sections.

Content.

- 1) Report on the firm, including:
 - a. The history of the firm, its corporate structure and years in business;
 - b. Record of performance and professional accomplishments including a description of similar work completed by the firm, references for each, and any outstanding accomplishments of the firms, references for each, and any outstanding accomplishments of the firm that relate directly to this type of work;
 - c. Technical, educational and training experience of the assigned and any anticipated subcontracted staff. Include the proposed function(s) of subcontractors.
- 2) Project Approach and Estimated Schedule. Provide a description including a statement that reflects a clear understanding of project needs based on the description above, a work plan that details the approach, activities necessary and estimated time frame and budget outlays to complete the project.
- 3) Additional information: Provide any additional pertinent information that would be helpful in the consideration of your response.

Selection Procedures

Screening. A selection committee will screen submitted proposals.

Interviews. Interviews may be conducted by the selection committee. If conducted, interviews will allow for a brief consultant presentation and follow with questions by committee members.

Selection/Notification. The selected consultant will be notified in writing. The Monroe County Board of County Commissioners may elect to negotiate a contract with a consultant that further details the scope and price of services to be performed. Monroe County reserves the right to reject any and all submittals, waive any irregularities, re-issue all or part of the RFP, and not award any contract, all at its discretion and without penalty.

DRUG-FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 (Florida Statutes) or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, or any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

NON-COLLUSION AFFIDAVIT

I, _____ of the city
of _____ according to law on my oath, and under penalty of
perjury, depose and say that;

1) I am _____, the bidder making the Proposal
for the project described as follows:

**PROFESSIONAL SERVICES TO MANAGE
INVASIVE EXOTIC PLANT SPECIES REMOVAL FOR MONROE COUNTY**

2) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;

3) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor; and

4) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit, or not to submit, a bid for the purpose of restricting competition;

5) The statements contained in this affidavit are true and correct, and made with full knowledge that Monroe County relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

STATE OF _____
(Signature of Bidder)

COUNTY OF _____
DATE _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, (name of individual
signing) affixed his/her signature in the space provided above on this

_____ day of _____, 20_____.

NOTARY PUBLIC

My commission expires: _____

SWORN STATEMENT UNDER ORDINANCE NO. 10-1990
MONROE COUNTY, FLORIDA

ETHICS CLAUSE

_____ warrants that he/it has not employed, retained or otherwise had act on his/its behalf any former County officer or employee in violation of Section 2 of Ordinance No. 10-1990 or any County officer or employee in violation of Section 3 of Ordinance No. 10-1990. For breach or violation of this provision the County may, in its discretion, terminate this contract without liability and may also, in its discretion, deduct from the contract or purchase price, or otherwise recover, the full amount of any fee, commission, percentage, gift, or consideration paid to the former County officer or employee.

(signature)

Date: _____

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature (name of individual signing) in the space provided above on this _____ day of _____, 20____.

NOTARY PUBLIC

My commission expires: _____

PUBLIC ENTITY CRIME STATEMENT

"A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."